

TITLE, SERIES, GRADE: Senior Program Analyst (Financial), GS-0343-15

SALARY RANGE: GS-15: \$110,363 - \$143,471 per annum

PROMOTION POTENTIAL (IF ANY) TO: None

VACANCY ANNOUNCEMENT NUMBER: 07-CRM-FB-082

AREA OF CONSIDERATION: Government-Wide (Status Candidates Only) and all eligible surplus/displaced Federal employees in the local commuting area. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after three (3) years or more of continuous active service may apply.

OPENING DATE: 10/10/2007

CLOSING DATE: 11/09/2007

DUTY LOCATION(S): Department of Justice, Criminal Division, Asset Forfeiture and Money Laundering Section (AFMLS), Washington, DC

NUMBER OF VACANCIES: One Position

Incumbent is responsible for the financial aspects of the Asset Forfeiture Program for the Asset Forfeiture and Money Laundering Offices (AFMLS) of the Criminal Division. AFMLS supervises all federal, civil and criminal forfeiture and money laundering litigation and develops forfeiture and money laundering guidelines and policies to be followed by all federal prosecutors and Department law enforcement components. AFMLS manages the training for the forfeiture and money laundering community in these areas of the law at the national, international and local levels. AFMLS administers the equitable sharing program which involves the federal, state, and local law enforcement community nationwide with over 3,000 state and local entities. AFMLS provides a variety of forfeiture and money laundering support to each of the 93 United States Attorney Offices and the component agencies.

JOB SUMMARY

- Develops overall financial operating policies, priorities, and procedures for establishing long- and short-range plans and projects; for allocating staff resources within broad budgetary limitations; for recommending changes in program goals and policies impacting on Asset Forfeiture Program financial operations nationwide.
- Is top technical authority on matters of financial policy, law and regulation as they relate to the Asset Forfeiture Program. Assures compliance with all governing laws, regulations and Congressional directives (e.g. the Anti-Deficiency Act, Title 28 U.S.C 524 © governing the fund, the Chief Financial Officers Act,

- Government Performance and Results Act, and the Appropriations Law).
- Establishes strategies and manages evaluations of the programs for efficiencies and effectiveness, and subsequently develops recommendations to improve operations. The program is highly vulnerable to fraud and theft, and often involves issues that are of major interest to Congress, the Department and other federal, state, and local agencies interacting with the Department in the Asset Forfeiture Program. Recommendations involve changes to legislation, policies and procedures, as well as funding issues impacting the program nationally.
- Reviews proposed legislation and policy to ascertain potential impact on the financial management of the Asset Forfeiture Program. Formulates and recommends legislative and policy proposals to improve and strengthen the Asset Forfeiture Program.
- Manages broadly-defined, complex analyses of the Asset Forfeiture Program financial issues that cross federal and state agencies, and develops innovative solutions that significantly impact the program. The solutions provide for the effective and economical execution of program functions, including proposals for the modification, curtailment, or expansion of specific programs.
- Advocates and defends judgments and recommendations and to negotiate resolution of differences with high level Government federal agencies, and state and private sector representatives of the Assets Forfeiture Program financial issues.
- Oversees the resolution of audit issues between the General Accounting Office (GAO) and Office of Inspector General (OIG), and the Asset Forfeiture community. Assesses the impact of the audit results on the program. Develops procedural guidance for the conduct of audit reviews. Responsible for all correspondence pertaining to the audit reports, before their submission to the GAO and OIG, to ensure that responses are properly developed and documented, and that appropriate actions are taken. Responses and follow-ups will often have a major impact on Departmental policies, procedures and management systems.
- Develops policy and procedural guidance for the conduct of inspections and compliance follow-up reviews.
- Evaluates quality assurance, audit, and financial reports prepared over a period of time. Identifies and analyzes trends, and if persistent or recurring problems are identified, recommends appropriate changes in procedures or policy, which often have nationwide repercussions.
- Briefs and prepares testimony and other materials on Asset Forfeiture Program financial issues to be presented by Department officials.
- Provides formal and informal expert advice to program financial management officials throughout the Department and other federal, state, and local agencies nationwide.
- Performs other duties as assigned.

NOTE: For eligible surplus/displaced employees, well qualified means an applicant must meet all minimum qualification requirements and score at the midrange level points against the ranking factors stated in the vacancy announcement.

QUALIFICATIONS: Applicants must possess one year of specialized experience equivalent to the next lower grade in the Federal service.

SPECIALIZED EXPERIENCE is experience which is typically related to the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Specialist experience is described as analytical methodologies; financial concepts; research and development of programs; execute plans; programming; and budget formulation functions.

QUALITY RANKING FACTORS: Applicants are encouraged to provide a separate narrative addressing each quality ranking factor.

- 1) Expertise and extensive knowledge of a wide range of analytical methods.
- 2) Comprehensive knowledge of the financial concepts, principles, practices, policies and procedures of the federal government.
- 3) Comprehensive knowledge and skill in analyzing budgetary relationships and developing recommendations for budgetary actions.
- 4) Ability to plan, lead, and conduct program evaluations.
- 5) Ability to communicate orally.
- 6) Ability to communicate in writing.

EVALUATION METHODS: Applicants will be evaluated according to the extent and quality of experience, education and training, type of official recognition received and supervisory appraisal of performance.

HOW TO APPLY:

DO NOT USE RESUME BUILDER!

- Applicants must submit a resume, OR the Optional Application for Federal Employment (OF-612), OR any other written format chosen, including the SF-171.
- Applicants must also submit a separate statement addressing the Quality Ranking Factors listed above.
- Current Federally employed applicants must also submit a copy of your latest Notification of Personnel Action (SF-50), and copy of a performance appraisal issued within the last 12 months.
- Displaced and surplus federal employees must submit a copy of appropriate documentation of separation such as a RIF separation notice, or a separation certification letter issued by your agency or OPM which reflects that you will be separated or have been separated from your position.

If a Resume is submitted it must contain the following information: If submitting a resume all requested information as outlined in this vacancy announcement must be included. If pertinent information is omitted from the resume, it will result in non-consideration for this position.

- **JOB INFORMATION**--Announcement number, title and grade(s) of the job for which you're applying;
- **PERSONAL INFORMATION**--Full name, mailing address (with ZIP code), day and evening phone numbers (with area code), social security number, country of citizenship (Most Federal jobs require United States citizenship), veterans'

preference, reinstatement eligibility (if requested, attach SF-50 proof of your career or career-conditional status, highest Federal civilian grade held (also give job series and dates held);

- **EDUCATION**--High school, name, city, and state (ZIP Code), date of diploma or GED, colleges and universities, name city and state (ZIP Code), majors. Type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours). Send a copy of your college transcripts only if the job vacancy announcement requests it.
- **WORK EXPERIENCE**--give the following information for your paid and nonpaid work experience related to the job for which you are applying. (do not send job descriptions): job title (include series and grade if Federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor.
- **OTHER QUALIFICATIONS**--Job-related training courses (title and year). Job related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed. Job-related certificates and licenses (current only). Job-related honors, awards, and specialized accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking and performance awards (Give dates but do not send documents unless requested).

Applications can be e-mailed to: CRIMINAL.CRMJOBS@USDOJ.GOV or faxed to 202-353-0775.

-For federally employed applicants e-mailing a resume, OF-612 or SF-171, you will need to fax a separate statement addressing the Quality Ranking Factors listed above, a copy of your latest Notification of Personnel Action (SF-50), and copy of a performance appraisal issued within the last 12 months.

- Displaced and surplus federal employees must also fax a copy of appropriate documentation of separation such as a RIF separation notice, or a separation certification letter issued by your agency or OPM which reflects that you will be separated or have been separated from your position.

-Although we are requesting that applications be sent via e-mail and/or fax, we are also accepting applications mailed through the postal service.

NOTE:

- Relocation expenses are not authorized.

- Preference eligibles or veterans who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. Veterans must submit a copy of their DD-214 or an SF-15 as proof of eligibility. Veterans claiming a 10-Point or 30-Point preference must submit a letter from the Department of Veteran's Affairs.

- Applications that are e-mailed and/or faxed must be received by midnight of the closing date.

- Applications mailed through the postal service must be received by the closing date of this

announcement.

- Applications mailed in government franked envelopes will not be accepted.
- If submitting a resume all requested information as outlined in this vacancy announcement must be included. If pertinent information is omitted from the resume, it will result in non-consideration for this position.
- This is a permanent full-time position.
- All qualifications for this position must be met by the closing date of this announcement.
- If substituting education for specialized experience, transcripts must be submitted.
- Failure to submit the requested information may result in a lower rating in the evaluation process.
- Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. This position is subject to a drug test by urinalysis.
- Qualified applications will receive consideration without regard to race, color, national origin, religion, sex, age, marital status, disability, sexual orientation, or any other non-merit factor. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on request for reasonable accommodation will be made on a case-by-case basis.

POINT OF CONTACT: Felecia Butler

CONTACT PHONE: 202-305-1240

CONTACT E-MAIL: CRIMINAL.CRMJOBS@USDOJ.GOV

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